

COMMUNITY ACTION AGENCY

**AUGUST 2018 MEETING
BOARD OF DIRECTORS**

THURSDAY, AUGUST 23, 2018

**LOCATION:
COMMUNITY ACTION AGENCY
2475 CENTER ST NE
SALEM, OR 97301**



COMMUNITY ACTION PROMISE

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Helping People Exit Poverty

**COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS
AGENDA**

2475 Center St NE
Salem OR 97301
August 23, 2018

Mission

Empowering people to change their lives and exit poverty by providing vital services and community leadership.

Vision

All people are respected for their infinite worth and are supported to envision and reach a positive future.

- | | | |
|-------------|--|-------------|
| I. | Welcome and Introductions | 5:30 |
| | 1. Recite Mission and Vision statements | |
| II. | Public Comment | 5:35 |
| III. | Approval of Agenda | 5:40 |
| IV. | Consent Calendar | 5:45 |
| | 1. July 2018 Full Board Meeting Minutes | |
| | 2. August 2018 Program Directors' Reports | |
| | 3. August 2018 Interim Executive Director's Report | |
| | 4. August 2018 Committee Minutes | |
| V. | Board Business | 5:55 |
| | 1. Finance Plan | |
| | 2. May & June 2018 Financials - <i>Approval</i> | |
| | 3. Head Start Self-Assessment and Program Improvement Plan - <i>Approval</i> | |
| | 4. Integrated Pest Management Coordinator - <i>Approval</i> | |
| | 5. Willamette Workforce Partnership - <i>Approval</i> | |
| | 6. City of Salem CDBG - <i>Approval</i> | |
| | 7. OHA Birth Certificate Grant - <i>Approval</i> | |
| | 8. Executive Director Search | |
| VI. | Adjournment | 7:30 |

Next board meeting: Thursday, September 27, 2018

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Meeting
July 26, 2018
MINUTES

ATTENDANCE:

Board of Directors:

Present:

Jade Rutledge	Kevin Karvandi	Linda Bednarz	Nathan McClenny
Helen Honey	Jennifer Wheeler	Herm Boes	Jon Weiner

Absent:

Erika Lanning

Others Present:

Program Directors/Staff/Guests:

- Cyndi Leinassar, Interim Executive Director
- Nancy Cain, Chief Financial Officer
- Helana Haytas, HR Director
- Jimmy Jones, CRP Program Director
- April Cox, CARS Transition Services Manager
- Shannon Vandehey, CCR&R Program Director
- Traia Campbell, Energy Services Program Director
- Eva Pignotti, Head Start/Early Head Start Program Director
- Tricia Ratliff, HOME Youth & Resource Center Program Director
- Amy Schroeder, Executive Assistant
- Lee Robinson, Mutual of America

The meeting of the Board of Directors was called to order at 5:33 pm by Board Chair Jennifer Wheeler. It was determined that a quorum was present.

I. Welcome and Introductions

Board Chair Jennifer Wheeler called the meeting to order. Introductions followed, and the Agency's Mission and Vision statements were recited.

II. Public Comment

There were no public comments.

III. Approval of Agenda

No changes were made to the Agenda.

MOTION:

To approve the Agenda, Kevin Karvandi

SECONDED:

Linda Bednarz

MOTION APPROVED:

Unanimously approved

IV. Consent Calendar

- 1. June 2018 Full Board Meeting Minutes**
No discussions or concerns were raised
- 2. July 2018 Program Directors' Reports**
No discussions or concerns were raised
- 3. July 2018 Deputy Director's Report**
No discussions or concerns were raised
- 4. July 2018 Executive Director's Report**
No discussions or concerns were raised
- 5. July 2018 Committee Meeting Minutes**
No discussions or concerns were raised

MOTION: To approve consent calendar made by Jon Weiner

SECONDED: Herm Boes

MOTION APPROVED: Unanimously approved

V. Board Business

- 1. 401k Plan Presentation** – Lee Robinson from Mutual of American presented the changes to the employee 401k plan.

Changes include:

1. Minimum service requirement
2. Years and hours of service
3. Semi-annual enrollment dates
4. Eligibility computation period
5. Agency contributions to staff 401k accounts, which will be made each payroll cycle, replacing the prior annual contributions.

MOTION: To approve revision to Mutual of America 401k plan, Helen Honey

SECONDED: Jade Rutledge

MOTION APPROVED: Unanimously approved

- 2. Head Start/Early Head Start Federal Review** – Eva Pignotti reported the results of the Head Start/Early Head Start Federal Review. The annual monitoring review found the programs to have met the requirements of all Head Start Performance Standards, regulations and policy requirements.
- 3. Finance Plan Review** – Nancy Cain and Cyndi Leinassar updated the board on the Finance Plan and outlined the timeline for completion. Agency executive leadership met with the Oregon Department of Education (ODE) and updated the ODE on Agency progress on the Finance Plan. Areas of consideration included the Agency's transition plan after Cyndi Leinassar's departure from the agency. Jimmy Jones, the current CRP Program Director, will step in as Interim Executive Director while the recruitment for a new director proceeds. Executive leadership also reported to ODE progress on the Agency's Finance Plan, including the contractual relationship with Now CFO. Board members will also attend weekly meetings of the Finance Department, as they are available. In collaboration with the Agency's consultants, the Finance Department has produced desk manuals for their various roles, and staff will attend regular trainings and institute a regular process of cross-training all Finance team members.

4. **May Financials** – Copies of the financial statements were presented to the Executive-Finance Committee but were not available at the full board meeting. They will be emailed to the board immediately.
5. **Interim Director Appointment** - With the upcoming departure of Cyndi Leinassar, who accepted a position with another organization, Jimmy Jones, Community Resource Program/ARCHES Project Program Director, was recommended to fill the Interim Executive Director role while the recruitment is in progress.

MOTION: To appoint Jimmy Jones as Interim Executive Director, Jon Weiner

SECONDED: Linda Bednarz

MOTION APPROVED: Unanimously approved

6. **Resolution of Authority** – As a result of changes in leadership, Jimmy Jones and Helana Haytas, HR Director, were recommended to be authorized to conduct business on behalf of the agency.

MOTION: To authorize Jimmy Jones and Helana Haytas to conduct business on behalf of Community Action Agency, Helen Honey

SECONDED: Jon Weiner

MOTION APPROVED: Unanimously approved

7. **Executive Director Search** – Helana Haytas reported to the Board that the review of the first round of applications is in process, with the help of Kevin Karvandi. The search committee will include board members, program directors and staff, who will build the criteria in consideration of the selection of the next Executive Director. In addition, Program Directors will provide feedback from their staff to bring to the search committee. The goal is to have the new director hired by October 1, 2018.

VI. Adjournment

The Board of Directors meeting was adjourned at 8:07pm.

Respectfully Submitted:

Amy Schroeder, Executive Assistant

Helen Honey, Board Secretary



THE ARCHES PROJECT

615 Commercial Street NE
Salem, Oregon 97301

CRP Board Report
August 2018

CRP administers MWVCAA's homeless and housing programs in Marion and Polk Counties. These programs are commonly and locally called the "ARCHES Project." We have a full-time staff of 38, in addition to three partner positions that are co-locating their services at our 615 Commercial Street address in Salem, and our Dallas Resource Center in Polk County.

Day Center updates:

Phase I of the Day Center renovation has been completed, allowing us to open our doors on July 23rd. To date, the total number of duplicated Day Center visits is 1,111. This speaks to an average daily attendance rate of 74. All new attendees complete the ARCHES Good Neighbor Policy outlining expectations that promotes a safe space for all. Looking forward, clients will soon be provided with ARCHES ID cards (photo optional) to improve data tracking, as well as sign-in practices. This use will be through the HMIS platform known as Skanpoint.

On July 31, 2018 ARCHES held an Open House for local service providers. Several were in attendance and we continue to be thankful for the overall support shown by the community and our fellow service providers. Mayor Chuck Bennet and Senate President Peter Courtney were in attendance, as well as provided opening remarks. Phase II construction, which will include showers, laundry, and kitchen, in addition to the City of Salem Sobering Center (which will be operated by Bridgeway) will begin shortly.

Community Resource Program

Since opening, ARCHES has seen an increase in sack lunch requests. During FY 2017 - Quarter Four, the average monthly distribution rate was 1,687. However, during the month of July alone we distributed 1,912 sack lunches. This represents an additional 56 lunches per week. St. Vincent recently increased their weekly provision of pre-made lunches from 400 to 500 to help meet the growing need.

Lastly, ARCHES retains 713 active mailboxes. This figure has remained steady for the last several months. During July, 120 pounds of pet food was distributed to more than 100 clients.

Day Center: Cooling

In acknowledgement of the recent heat advisories, the ARCHES Day Center opened as a cooling center. As the summer progresses, ARCHES will continue to utilize this space for cooling purposes with extended hours for increased accessibility. The Cooling Center triggers are:

At 95 degrees (Monday – Friday)

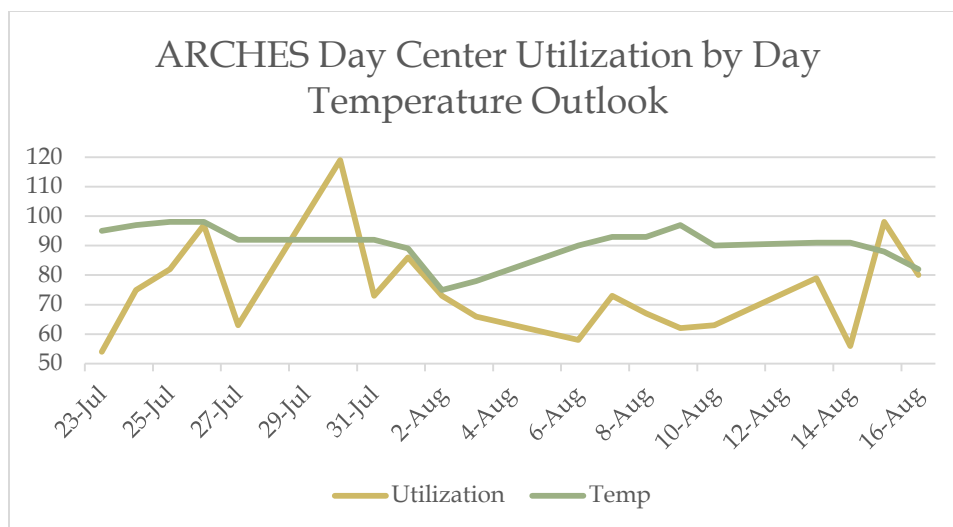
- ARCHES will open the Day Center from 8:30am – 5:00pm.
- Lunch, water and popsicles will be provided throughout the day.

At 100 degrees:

- (Monday – Friday) ARCHES will open the Center from 8:30am – 7:00pm. Lunch, water and popsicles will be provided throughout the day.
- (Saturday & Sunday): ARCHES will open the Center from 2:00pm – 7:00pm. Water and Popsicles will be provided.

The Day Center is also tracking attendance in conjunction with daily temperature highs in efforts to determine if attendance and severe weather have direct causality. This outlook will be extended into the winter months. Data tracked since opening is below:

Community Resource Program



Members of the HomeBase Shelters of Salem group have kindly offered to volunteer when needed. A plan has also been put into place to utilize the warming volunteers email list for cooling work, when needed.

Co-Location Services updates:

- Marion County Health Department (MCHD) visits ARCHES twice a month, where they provide health screenings and various health-related tests and services, including HIV, Hepatitis C, and STD screenings. Since July 1, MCHD has tested 27 clients, at a utilization rate of 90% of their available time slots
- The Marion County Health Department has also supplied condoms since April 2018. Since that date, we have distributed 2,644 condoms have been distributed to clients via our public restrooms.
- Our partnership with the Oregon Law Center has continued to prove invaluable in response to the mass evictions on Portland Road. They also continue to provide supportive services on site while also assisting case managers with clients seeking housing opportunities.
- We finalized a contract with Willamette Workforce Partnership. In return for their grant of \$40,000, we are hiring an Employment Systems Navigator to provide guided referral services for those working with ARCHES programs. The navigator will have access to workforce databases and systems, and will allow our clients access to WorkSource, ResCare, and Voc-Rehab services. Expected start date is September 1, 2018.
- The partnership with DHS to provide two additional navigators for Fresh Start eligible clients in Marion and Polk counties has been completed. These navigators will allow us to develop a continuum of care model for DHS eligible clients, working with them from initial stages to housing placement. Expected start date is September 1, 2018.

Community Resource Program

New Initiatives: Warming and Courts

Warming - ARCHES is taking a leading role in the development of area Warming Shelters. Collaborative meetings have already begun with key stakeholders. A new trigger point of 32 degrees has been set and agreed upon by service agencies, as well as First Presbyterian Church. Moving forward, ARCHES will be posting a Warming Coordinator position with a projected hire date of mid-September. This position will be charged with the design and implementation of a city wide Warming Network.

Courts - ARCHES Staff have begun engagement with the Drug, Mental Health, and Veteran Court systems. Designated staff attend the courts weekly, to ensure service provision and continuity. Beginning in January 2019, a City of Salem pilot program known as Community Court will make its home at ARCHES. All courts function as an accountability and service connection resource, while also building in elements of diversion practices for low quality of life crimes.

Coordinated Entry:

For quality control purposes the ARCHES Coordinated Entry team provides optional post-assessment surveys. These results help us stay true to our mission of trauma informed care. The survey is as follows.

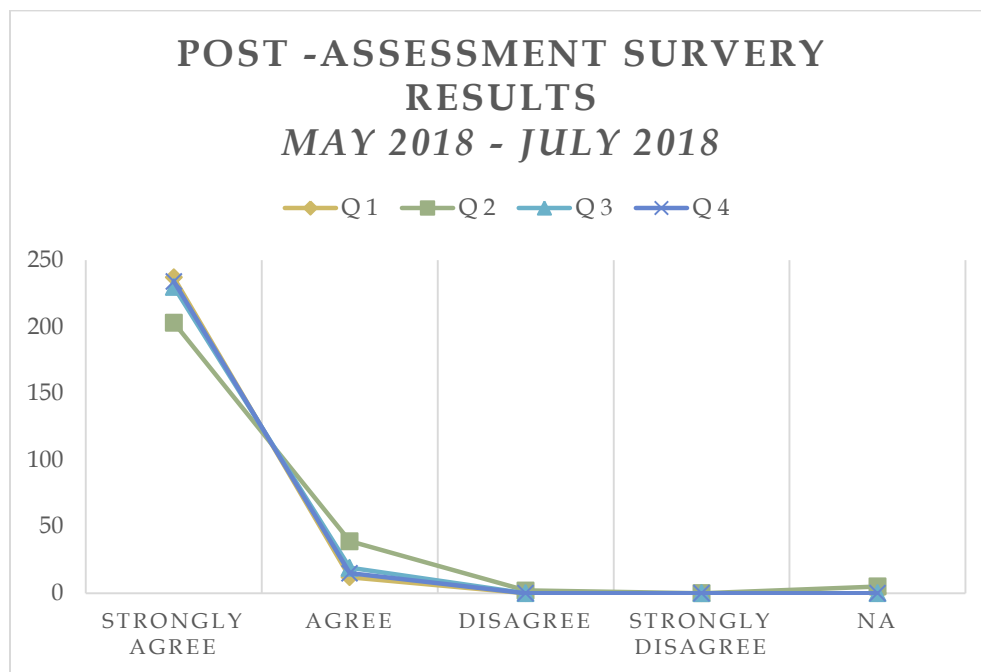
Please indicate to what extent you agree with the following statements:

- 1.) I was treated with respect
- 2.) I was given other resources to help me become self-sufficient
- 3.) I felt safe and comfortable to ask questions about the process
- 4.) I was seen and assessed in a timely fashion

	<u>Question Number</u>	<u>Strongly Agree</u>	<u>Agree</u>	<u>Disagree</u>	<u>Strongly Disagree</u>	<u>NA</u>	<u>Total surveyed</u>
18-May	1	81	2	0	0	0	83
	2	73	8	1	0	1	83
	3	81	2	0	0	0	83
	4	82	1	0	0	0	83
18-Jun	1	72	6	0	0	0	78
	2	59	16	1	0	2	78
	3	70	8	0	0	0	78
	4	70	8	0	0	0	78
18-Jul	1	84	4	0	0	0	88

Community Resource Program

	2	71	15	0	0	2	88
	3	79	9	0	0	0	88
	4	82	6	0	0	0	88



Polk County:

Number of referrals made in each service area:

Total 311

Homeless/Housing	17	Food	27
General Info	56	Medical/insurance	22
Rent	37	Clothing/Furniture	27
Utility	43	Mortgage	-
Security Deposit	15	Other MWVCAA	16
Shelter	14	Community Projects	1
Transportation	28	Donations	8

Direct Services

Funds	Housing Amount	Utilities Amount	Deposit Amount	Total HHs	Total Clients	Total Amount
EHA	\$ 3,018.52	\$ 1,534.61	\$ 2,948.27	12	32	\$ 7,501.40
COM	\$ 0.00	\$ 177.39	\$ 700.00	5	14	\$877.39
Total	\$ 3018.52	\$ 1712.00	\$ 3648.27	17	46	\$ 8378.79

Community Resource Program

Community Trends in Service:

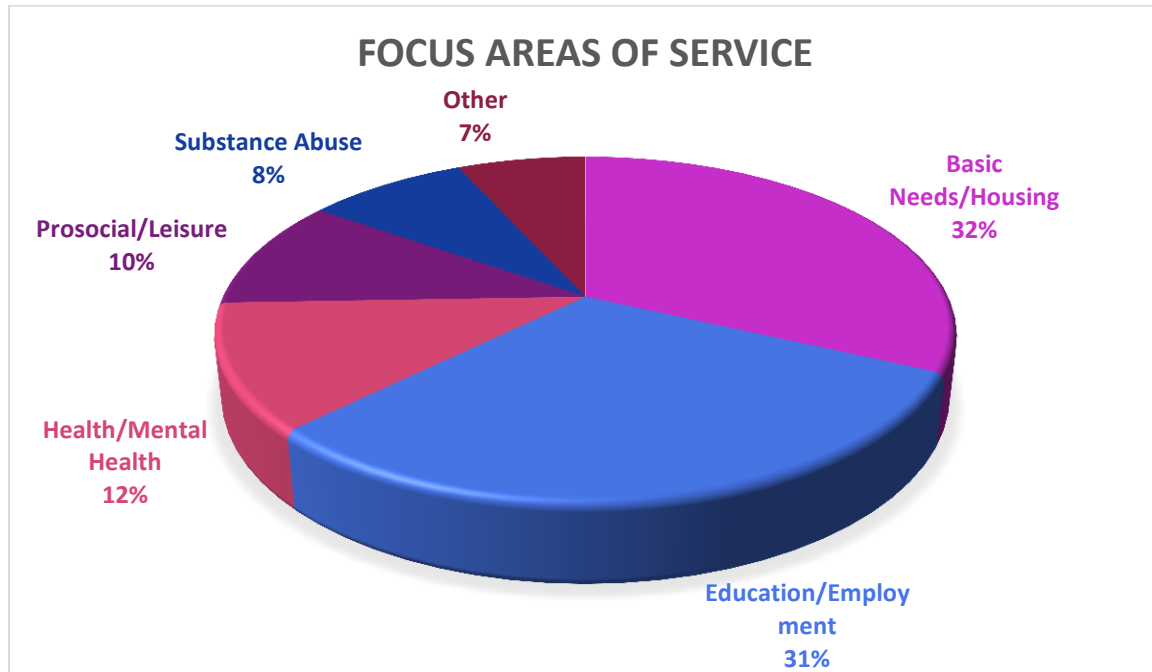
There was a dramatic increase in emergency financial assistance requests in July in Polk County. This was a trend felt throughout the Family and Community Outreach Department's Polk County Resource Center. By month's end 14% of MWVCAA - CRP emergency assistance funds for Polk County for the year have been allocated.

Other News:

- ARCHES staff toured the sobering Center through Portland's Central City Concern to learn about their enrollment and client engagement practices.
- The HUD Competition for 2019-2020 has opened. We submitted applications for a renewal of our Rapid Rehousing (RRH) grant and Supportive Services Only (SSO) for Coordinated Entry (CE). In addition, CE expansion dollars were made available for runaway and homeless youth, as well as for those experiencing DV. We provided direct support for a large grant application for the Center for Hope & Safety, who hopes to develop a RRH grant for domestic violence in Marion-Polk.
- Oregon Health Authority has released an opportunity for mini-grants to assess health disparities among vulnerable populations. ARCHES is pursuing this grant submission in conjunction with partner agencies.
- Coordinated Outreach efforts are being developed in partnership with Marion County LEAD, HOAP, and ARCHES in order to target the downtown core. Their aim is to navigate folks to services, meet them where they are at, and inform the public on homeless issues to hopefully reduce the growing level of tension and conflict between community members downtown.
- SHAP sub-grantees award notifications were sent to: NWHS, Family Promise, Salvation Army, Center for Hope and Safety, Grace House, Sable House, and St. Francis. Contracts are expected within the coming weeks.
- All ARCHES line staff received raises, which helps the department become more competitive when seeking new hires and retaining employees.
- A Personnel chart was developed in order to filter positions into one of five branches: Coordinators, Program Assistants, Specialists, Case Managers, and Veteran Support staff. Within each branch there are tiers which correlate to pay scales. Protocols for raises determined by length of service and merit were drafted.

De Muniz Resource Center

April Cox, Program Manager
July 2018



Opportunities/Challenges

- ❖ De Muniz served 195 clients in July.
- ❖ De Muniz was awarded a \$3,000 grant from Oregon Community Foundation. This grant will provide clients the opportunity to get a bike and vital accessories for bicycles in partnership with The Northwest Hub.
- ❖ De Muniz participated and honored graduates from the Women's Accelerated Reentry Program and the Jail Reentry Program this month.
- ❖ De Muniz provided a RENT tenant education course for female inmates and provided 5 of them with certificates of completion.
- ❖ De Muniz now has two NA meetings in addition to a new AA meeting that is offered to all male inmates weekly.
- ❖ Main challenges are limited space and addressing the funding gap for this fiscal year.

Volunteer Report

	# OF VOLUNTEERS	# OF HOURS DONATED
JULY	16	48

*De Muniz Resource Center is funded through the Marion County Sheriff's Office and is contracted to serve clients in Marion County.

CCR&R PROGRAM REPORT

Shannon Vandehey

Program Director

August 16, 2018

Executive Summary of Activities: Quarter 3 data not available yet.

Number of all licensed programs:

QTR 1 Marion 391	QTR 2 Marion 382	QTR 3 Marion	QTR 4 Marion
Polk 80	Polk 78	Polk	Polk
Yamhill 92	Yamhill 95	Yamhill	Yamhill

Number of Exempt (non-licensed) programs:

QTR 1 Marion 60 Polk 11 Yamhill 15	QTR 2 Marion 65 Polk 11 Yamhill 16	QTR 3 Marion 63 Polk 13 Yamhill 15	QTR 4 Marion Polk Yamhill
--	--	--	---

Spark Programs by Type - QTR 3 April-June

County	Report	License Type	# Licensed	C2Q	3-Star	4-Star	5-Star	Spark Total
Marion	Q3	CC	94	38	3	3	3	47
Marion	Q3	CF	79	14	7	6	10	37
Marion	Q3	RF	191	19	9	2	1	31
Marion	Q3	HS	18	4	0	0	12	16
County TOTAL			382	75	19	11	26	131
Polk	Q3	CC	20	4	2	0	4	10
Polk	Q3	CF	17	5	3	1	0	9
Polk	Q3	RF	36	3	1	4	0	8
Polk	Q3	HS	5	0	0	0	5	5
County TOTAL			78	12	6	5	9	32
Yamhill	Q3	CC	18	8	0	0	0	8
Yamhill	Q3	CF	32	6	4	3	3	16
Yamhill	Q3	RF	40	3	2	1	2	8
Yamhill	Q3	HS	5	0	0	0	5	5
County TOTAL			95	17	6	4	10	37
Grand Total			555	104	31	20	45	200

Opportunities

- CCR&R Staff coordinated a child care provider Tour of Homes on Saturday August 11th. 22 providers participated and was a very successful event. Purpose: Helping providers see the various learning environments of their peers. To gain ideas and promote quality child care programs.
- Partnered with the Marion and Polk Early Learning Hub on presenting a training on Creating Trauma Sensitive Classrooms, to child care providers. Class was free 21 providers participated.
- Program Director attended the Quality Improvement/Professional Development Collaborative. This is coordinated by the Early Learning Division and is in conjunction with the Early Learning Hub collaborative. Presentation by Miriam Calderon of the Early Learning Division and introduction of Jon Reeves as the new Infant/Toddler lead. Included updates from legislation, ELD Strategic plan input among other things. Robin Taylor from Chemeketa was invited to discuss ECE pathways for professionals.

It sounds like from ELD Leadership that there is hope for funding increases for CCR&R and Early Childhood in general, in the near future, if the Governor has anything to say about it and legislation is approved. Keeping our fingers crossed.

- CCR&R hired a new staff member Lauren Josi as our new Professional Development Specialist. She comes from Community Action HeadStart and are super excited to have her.

Challenges

- Just the normal everyday challenges for our program, which include: lack of time, bodies and dollars to do it with.
- Working through supporting providers with all the new rule changes that are being proposed and adopted by the Early Learning Division. Making sure we get out information on input sessions concerning these, being led by the ELD.

Energy Services July Program Report

Traia Campbell, Program Director

Executive Summary of Activities (Numbers served/service units/outcomes)

Energy Services households served in July: LIHEAP, OEA PGE & PP, OLGA & GAP

July Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	118	356	58	25	30	44 =37% of hh served	\$384.62
OEA PGE	232	745	110	57	74	75 = 32% of hh served	\$397.33
OEA PP	33	103	15	12	13	16 =48% of hh served	\$432.97
OLGA	50	187	19	9	10	19 = 38% of hh served	\$294.86
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	433	1391	202	103	127	154 =36% of hh's served	\$404.97

June Marion & Polk County completions

Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	276	837	115	74	73	105 =38% of hh served	\$394.65
OEA PGE	194	608	92	56	52	74 = 38% of hh served	\$395.07
OEA PP	36	100	13	7	11	17 =47% of hh served	\$402.00
OLGA	147	480	46	56	46	49 = 33% of hh served	\$303.00
GAP	0	0	0	0	0	0 =0% of hh served	\$0.00
Total	653	2025	266	193	182	245 =37% of hh's served	\$397.24

Energy and finance worked together to review Energy's 2018 LIHEAP remaining funds. The review showed a budget change could be done which would allow additional LIHEAP appointments to be scheduled. Prior to the budget change Energy had zero LIHEAP funds remaining for client payments. The funds will allow Energy to schedule an additional 200 appointments in Marion and Polk counties.

NWN allocates OLGA funds monthly, Energy's July allocation was gone in early July . Energy staff have been gathering information on Northwest Natural customers that have not received OLGA this season and found over 300. In July we still had over 70 NWN customers that were eligible for OLGA but we were out of funds. Energy contacted Northwest Natural and they reached out to the energy network to verify if other agencies had unused funds. Energy received an additional \$50,000 in July. These additional OLGA funds will enable Energy to serve over 160 NWN customers in Marion and Polk counties.

As Energy comes down to the end of program year 2018 our available funds for client payments are limited. Due to funding, Energy has been working with a reduced number of staff this summer. Staff are encouraged to take vacation May through September as our office is extremely busy October through April. Our new program year begins October 2018 at which time we will be fully staffed and the number of clients served in Marion and Polk counties will greatly increase.

Polk county June completions							
Funding	HH	People	>6	60+	Disabled	@ or below 75% of poverty	Ave HH pmt
LIHEAP	8	20	2	0	3	3 =38% of hh served	\$346.87
OEA PGE	3	8	1	1	0	2 = 66% of hh served	\$418.33
OEA PP	13	44	4	5	6	4 =31% of hh served	\$437.69
OLGA	2	6	1	0	1	1 = 50% of hh served	\$285.00
GAP	0	0	0	0	0	0 = 0% of hh served	\$0.00
Total	26	78	8	6	10	10 = 38% of hh served	\$400.96

Nutrition First
Sue Maxwell, Program Director
August 14, 2018

1. Executive Summary of Activities (Numbers Served/Service Units/Outcomes)

- ✓ For the month of July, we signed on 4 new providers (3 OCC registered/certified and 1 DHS listed) and closed 11, for a total of 481 homes.
- ✓ We serve 8 counties – For this month, 10 out of 123 home visits were based in Polk County. This number changes monthly, as the representatives serving that county are required to vary the months of our visits.
- ✓ 123 homes were visited in July. We began a new educational unit last month called “Picky Eating II”, as we did a similar unit 6 years ago, but providers are always asking us for ways to get the day care children to eat what is served. We hand out lots of written material, recipes that are kid-approved, ways to cut food into fun shapes, and ideas for cooking – and gardening – with children. We also handed out more information on whole grains and low sugar cereals and yogurts, as these are now required. We also provide a story for kids (Dora’s Zucchini) and matching color sheets and stickers. Providers are given a gel pack in the shape of an apple for children’s “owies”.
- ✓ Approximately 984 children were visited in the last month.

2. Opportunities

- ✓ Recruitment!
- ✓ Hard at work at my audit response and the budget. The management plan, budget, and two months of visits are all due by August 31st. My audit response is due September 4th.

Mid-Willamette Valley Community Action Agency
BOARD APPROVAL TO SUBMIT GRANT APPLICATION

GRANT NAME: USDA (Continuation Grant), plus an estimated 10% in carry over funds. Estimate of carryover is an additional \$40,000 (already folded into total).

PROGRAM: Nutrition First, MWVCAA

GRANT DUE DATE: August 31, 2018

FUNDING SOURCE: USDA, Oregon Department of Education

GRANT PERIOD: 10/1/18 through 9/30/19

AMOUNT REQUESTED: \$485,320

ADMINISTRATION AMOUNT: \$43,000 (approx 8 ½ %)

PURPOSE OF GRANT: This grant supports all Nutrition First operations including wage and fringe, rent, mileage, training for staff and providers, equipment, administrative overhead, etc. The funds also cover program activities to meet contract requirements of monitoring and nutrition education. Additional funds are requested on a monthly basis to pay for meal reimbursements. (Roughly \$3,407,316 per year)

TARGET POPULATION: OCC-registered/certified and DHS-listed child care providers living in Marion, Polk, Yamhill, Lincoln, Tillamook, Linn, Benton, and Lane counties. We recruit providers who speak languages other than English and those in lower-income and rural areas, in addition to general recruitment. We currently serve English, Spanish and Russian-speaking providers, and Vietnamese and deaf providers with interpreters.

APPROVED BY BOARD OF DIRECTORS:

BOARD CHAIR

DATE

HEAD START PROGRAM REPORT

Eva Pignotti

August 2018

- 1. Attendance Reporting:** If the overall attendance for any program falls below 85%, an analysis must be completed to justify the causes for low attendance.

July 2018 Attendance

Program Option and County	Percentage
PreK Marion County Part Year	N/A
PreK Polk County Part Year	N/A
PreK Full Day DHS Subsidized (Marion County only)	82.93%
PreK Overall	82.93%
EHS Marion County	82.03%
EHS Polk County	80.00%
EHS Full Day DHS Subsidized (Marion County only)	89.58%
EHS Overall	83.33%
EHS CCP Marion County	83.18%
EHS CCP Polk County	87.88%
EHS CCP Overall	84.28%

For the month of June 2018 the Early Head Start and Early Head Start Child Care Partnerships programs' attendance was below 85%. For the month of July 2018 all three programs were below 85% attendance. An analysis of the reasons for low attendance for both June and July will be included in the Director's report next month.

- 2. Enrollment Reporting:** Programs must be full within 30 days of the start of the school year and continue to fill vacant slots within 30 days of the vacancy until 30 days before the end of the year. Numbers reported include slots vacant for less than 30 days.

Enrollment July 2018

Program Option and County	Funded	Filled
PreK Marion County Part Year	653	N/A
PreK Polk County Part Year	120	N/A
PreK Full Day DHS Subsidized (Marion County only)	20	17
PreK Overall	793	17
EHS Marion County	46	41
EHS Polk County	42	39
EHS Full Day DHS Subsidized (Marion County only)	8	8
EHS Overall	96	88
EHS CCP Marion County	53	53
EHS CCP Polk County	7	7
EHS CCP Overall	60	60

Waiting List July 2018

Program Option and County	Number
PreK Marion County Part Year	N/A
PreK Polk County Part Year	N/A
PreK Full Day DHS Subsidized (Marion County only)	1
PreK Overall	1
EHS Marion County	37
EHS Polk County	63
EHS Full Day DHS Subsidized (Marion County only)	3
EHS Overall	103
EHS CCP Marion County	4
EHS CCP Polk County	0
EHS CCP Overall	4

	July 2018	
USDA Meal Reimbursements	Number of Meals Served	Amount Reimbursed
Breakfast	623	\$1,115.17
Lunch	693	\$2,293.83
Snack	409	\$ 372.19
Cash In Lieu		\$ 162.85
Total Reimbursement	1,725	\$3,944.04

HOME Youth & Resource Center
August 2018

2018 Executive Summary													
	J	F	M	A	M	J	J	A	S	O	N	D	total
Runaway & Homeless Youth (RHY)													
Salem Run Reports Received & Acted On	30	18	26	44	20	30	26						
Keizer Run Reports Received & Acted On	1	1	0	5	4	3	8						
Reunited To Permanent Connections	10	6	13	8	6	11	12						
Families Connected With	16	10	14	13	10	13	20						
Youth Connected With Via Street Outreach	12	12	6	7	23	11	4						
RHY Case Managed	6	4	4	4	6	4	0						
Non- RHY Case Managed	3	3	1	0	0	2	1						
Drop In Day Shelter (Stationary Outreach)													
Unduplicated Youth Served (Year total is duplicated)	99	96	133	119	123	132	125						
Total Visits	548	489	645	700	788	583	609						
Total Meals (lunch, snack & dinner)	679	604	810	865	947	665	673						
Youth New To Services (intakes)	19	26	29	28	17	24	27						
Youth Empowerment Program (YEP)													
Youth Participated At Some Level (duplicated)	20	18	19	27	26	17	22						
Attended Job Skills Development Workshops	15	9	8	17	11	7	12						
Attended Financial Literacy	12	3	8	11	3	2	13						
Attended Education & Business Field Trips	0*	0*	9	7	8	0*	0*						
Community Support													
Number of Volunteers / Interns (Year total is duplicated)	8	6	6	6	5	4	4						
Total Number of Volunteer / Intern Hours	130	252	260	212	244	187	187						
Polk County @ Time of Intake													
RHY served	5	2	2	1	1	0	1						
Drop In served	4	5	6	7	9	14	8						
YEP served	1	1	0	1	1	1	1						
Key	0* = Activity Not Offered							X* - Did Not Collect Data					

Marion County Juvenile Therapy Courts (FATC & STAR):

- Continue to attend court and staff meetings. Provide support and connection to social services as well as grant management.
- Meeting with Court Coordinators and finance to go over new grant codes as well as introduce court staff to current finance team.
- Attended training on interpreting Redwood Toxicology results

Challenges and Opportunities:

- Taylor's House:
 - o **Ribbon cutting event on September 11th @ 2:30. Address is 220 15th St SE Salem, OR**
 - o Continue to host volunteer groups to help with repair and maintenance. Work parties have been both planned by HYRC staff and requested by volunteer groups. Taylor's family has been regularly involved as well.
 - o City approved our conditional use permit
 - o Neighborhood Association is planning an Oct. awareness and fundraiser event, partially to benefit Taylor's House
 - o Willamette Valley Appliance and Chicks Connect (Keizer chapter) join the list of donors. Together they provided two brand new washer- dryer sets
- On July 3, our Summer Food Service Program (SFSP) was audited by Oregon Department of Education. The team has done a great job improving data collection and it showed, we received high praise throughout various categories. We did receive 1 finding for not having a complete food label for one of our menu items. We have until July 16th to show corrective action and we do not anticipate any trouble meeting this deadline.
 - o Corrective action has been accepted by ODE. Audit closed.
- Oregon Department of Education requested that we update and edit our procurement procedures by the end of August. We are working with the finance team to do this.
- We are in need of a program van that is in excellent condition. If you are able to help locate a donation or funding, we would appreciate it. I have a one-page overview request letter to share with potential supporters that I can pass along.
 - o Working with finance to accept a donation of Microsoft shares from a long time donor. These funds (about 10k) will help purchase a van.
- The Challenge: Youth Homelessness
 - o The 100 Day Challenge team is the recipient of the annual Salem-Keizer Volcanoes "Hometown Heroes" award. We were nominated by Marion County Board of Commissioners.
 - o Team members were asked present at a national conference in Washington DC on our unique work with minors. Team will also be presenting at the Oregon Coalition on Housing & Homelessness in September. Participating in a case study by Home Base (homebaseccc.org)
 - o In discussion with the Mid-Valley Council of Governments in regards to providing oversight for the work to continue.
- Started engaging additional local partners as part of our work within the Coordinated Entry Learning Collaborative (CELC). Over the next year the goal is to establish a youth coordinated entry system that ties into the adult system.

Client Story: * Youth's identifiers have been removed and or edited to protect their privacy.



EXECUTIVE DIRECTOR'S REPORT COMMUNITY ACTION AGENCY









August 2018




OUR MISSION

Empowering people to change their lives and exit poverty by providing vital services and community leadership.

OUR VISION

All people are respected for their infinite worth and supported to envision and reach a positive future.

-  For the past two months I have been working directly with two *Statesman Journal* reporters on longer articles on homelessness that they plan to publish at the end of August. The longer form article takes a look at tri-morbidity among the homeless population in Salem, and shows how high profile chronic homelessness is a priority for this community.
-  On July 31, we formally opened the ARCHES Day Center, with staff, clients, and government and service agency officials in attendance. We have received the bid for Phase II of the ARCHES construction and are working to finalize those pieces ahead of new construction for Phase II, which will begin in September. We have met with city staff to finalize plans for moving forward with this expansion, and signed an MOU that has been approved by the Salem City Council. This second phase will house the City of Salem Sobering Center. We also toured the Sobering Center run by Central City Concern in Portland, which has been in operation for more than 40 years.
-  I met with representatives from the Oregon Law Center, the Council of Governments, the Housing Alliance and the CAPO Lobbyist during the first week of August, to discuss developments in these areas ahead of their work for the fall of 2018.
-  The Executive Leadership attended the Trauma Smart training on August 7, which is an initiative that our Head Start and Early Head Start plans to implement over the approaching Head Start year. Agency staff were introduced to principles of trauma informed care and the ground work was established for approaching our educational work on a trauma aware basis.
-  I met with Ashley Hamilton and our warming coalition to focus on ways to expand warming services this coming winter, with a higher triggering temperature and more resources and spaces dedicated to winter warming, both in the City of Salem and in Dallas and rural Marion County.
-  In Finance, we put our plan in place to re-design the Finance Department, to include a new procurement position and more competitive salaries across the board, and posted three positions that we hope to fill quickly. We also introduced our directors to the first stage of Abila training this past week. We moved quickly to complete the 401K implementation plan and to finalize our decisions on benefits for the coming open enrollment period.
-  We received the state audit of our Weatherization Program for 2018, which gave us a clean bill of health and provided some suggestions for continued internal improvements.
-  I presented MWVCAA programs and talked about homelessness in general to the coordinated care teams at Salem Health.

-  I attended the final meeting of the Downtown Homeless Solutions Task Force, and the group as a whole made a series of recommendations to the city that focuses on social service solutions to downtown problems, and encouraged investment in facilities designed to redress not only the complaints that the City has received in the downtown, but also the crisis of human need that have triggered the complaints.
-  I met with representatives from the Early Learning Hub to learn more about their concerns and to see how we can better support their needs in the community.
-  We formally acquired the property that will house Taylor's House, our overnight youth shelter, last week. This project will formally open on September 11th, at 2:30 p.m. at the new location on 15th Street.

Mid-Willamette Valley Community Action Agency, Inc.
Board of Directors Executive & Finance Committee Meeting
August 9, 2018

ATTENDANCE

Committee Members Present: Jennifer Wheeler, Board Chair; Helen Honey, Secretary; Jade Rutledge, Board Member; Kevin Karvandi, Board Member

Absent: Jon Weiner, Board Vice-Chair

Staff: Jimmy Jones, Interim Executive Director; Nancy Cain, Director of Finance; Helana Haytas, HR Director; Kaolee Hoyle, Contractor; Amy Schroeder, Executive Assistant

The meeting of the Executive & Finance Committee started at 7:34am. It was determined that a quorum was present.

1. Finance Plan – Jimmy Jones and Nancy Cain updated the board on the Finance Plan. They continue to evaluate skill sets of department staff to ensure they have the appropriate skills for their positions. They continue to update policies & procedures and desk manuals detailing all the roles and responsibilities of staff within the department.

As the agency has rapidly grown, the number of staff in the finance department has not. They have identified that additional positions are needed and will be adding a Manager of Audit & Compliance and a Procurement Manager.

Training for the new Abila software system has been scheduled and all of finance and program directors will be attending. Board members continue to attend weekly meetings of the Finance Department, as they are available.

2. August Full Board Meeting Agenda – No changes were made.
3. June Financials – Nancy Cain informed the Committee that the financials will be finalized and sent to the board by Friday, August 10th.
4. Jade Rutledge Designation Change – Jade informed the Committee her Policy Council Representative position will be ending in November but she is interested in remaining on the board of directors. Her designation change will be put on the October 2018 board meeting agenda.
5. Credit Card Expenditure Review - Visa review completed by Jade Rutledge and Helen Honey.
6. Executive Director Search – Helana Haytas informed the Committee that the review of the first round of applications continues. A committee of board members and program directors has been established to help in the screening criteria process.

Meeting adjourned at 8:25 am.